

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-543

**Supply Technician
70152000
GS-2005-07
\$37,041 - \$48,152 pa**

ANNOUNCEMENT DATE: 9 December 2004
CLOSING DATE: 19 January 2005

SELECTING OFFICIAL: Supervisory Logistics Management Specialist

APPOINTMENT FEATURES: Excepted Service
Enlisted Grade

POSITION LOCATION: USPFO - San Luis Obispo, CA
Supply & Services Division – Central Issue

DUTY STATION: Camp Roberts, CA

CONCURRENT CONSIDERATION WILL BE GIVEN IN THE ANNOUNCEMENT OF THIS POSITION AND VACANCY ANNOUNCEMENT #04-544C. ONLY ONE OF THE ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL BE IAW TPM, ANNEX A.

This position is located in the Property Management Branch, Supply and Services Division, United States Property and Fiscal Office (USPFO). Its purpose is to monitor the accountable equipment within the State and maintain an accurate accounting and reporting system for property book equipment to include providing data to the Continuing Balance System - Expanded (CBS-X). The position reviews property book accountability records and supporting documents, investigates inaccuracies, and reports findings to appropriate management. Participates in the management of the Army Unique Item Tracking (UIT) program. Manages the Department of Defense Activity Address Code (DODAAC) program. Participates in the management of equipment loans.

1. AREA OF CONSIDERATION: Statewide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army National Guard.

2. CONDITIONS OF EMPLOYMENT: a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

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3. MILITARY GRADE AVAILABLE: ENLISTED GRADE THROUGH E-6. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN ENLISTED GRADE THROUGH E-6 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

4. QUALIFICATION REQUIREMENTS:

a. **General:** Experience in clerical or office work such as maintaining records; screening, reviewing, and verifying documents; searching for and compiling information and data; or work involved in the physical handling of supplies and equipment provided this gave the candidate some general knowledge of supply transactions and regulations, procedures, identification codes, etc.

b. **Specialized:** Must have 12 months specialized experience in closely related activities which have provided the applicant with a knowledge of the rules, regulations, procedures, and program requirements of one or more areas of a supply system, and which has demonstrated the applicant's ability to perform at the level of the position to be filled.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

c. **Substitution of Education for Specialized Experience:** Appropriate military training courses will be credited on a month for month basis.

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made :

a. Knowledge of standard methods of receipt or material order documentation control and material processing.

b. Knowledge of policies and regulations regarding storage space controls, stock locations systems, layouts, and storage techniques.

c. Ability to establish and maintain effective work relationships.

d. Knowledge of regulations, and mechanized/statistical techniques in the computation and forecasting of quantitative requirements.

e. Knowledge of regulatory requirements governing the accounting for government property.

f. Ability to research information.

g. Knowledge of how to fill out, post, file, control, or code supply documents or transactions.

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SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN ENL: CMF 92.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

****ALL APPLICATIONS MUST BE SIGNED & DATED****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER